

**Required Checklist for Leaving Pine Run for One or More Months**  
 If your Pine Run unit is vacant for a month or more, it is very important to “vacation proof” your unit, protecting against damage from critters, mold and weather. If you fail to properly prepare your unit and/or don’t make arrangements to have it checked, you will be billed for expenses that the Association incurs in order to correct a problem or nuisance.

1.	Arrange for a responsible person to check your unit on a weekly basis (They should flush toilets, run disposal, dish and clothes washers, dryers)	
2.	Leave a telephone number or email address where you can be reached with Rick Jackson 966-1645 and Keys Caldwell, Inc. 941-408-8664	
	<b>Rodent protection</b>	
3.	Put 2-3 TBSP. chlorine bleach in toilet bowls (must be reapplied after flushing)	
4.	Seal all toilet bowls with plastic, close lid and secure with a heavy object on top of cover (brick in a plastic bag)	
5.	Close all sink and tub drains.	
6.	Place cork or stopper in sink overflow drain.	
7.	Check for any openings around pipes, disposals, wiring, and sliders. Seal with industrial foam or steel wool.	
8.	Remove all food or secure all food in sealed, air tight containers.	
9.	Most pests do not tolerate the smell of Irish Spring soap, moth balls or dryer fabric softener sheets. These can be placed in strategic spots.	
10.	Check attic for potential pest entry sites before you leave.	
	<b>Moisture and Mold Protection</b>	
11.	Turn off water at main valve inside your unit.	
12.	Leave air conditioner on and set at 78 degrees F and Humidistat at 60% to prevent humidity and mold. Make sure air conditioner has been serviced properly before leaving.	
13.	If refrigerator is left on turn ice maker off.	
	<b>Weather Protection</b>	
14.	Bring patio furniture inside.	
15.	Remove any outside items that could become flying debris in high winds including pots and outside decorations.	
16..	Unplug all unnecessary appliances to prevent damage from lightning strikes.	
	<b>Miscellaneous</b>	
17.	Turn off hot water heater.	
18.	If you leave a car, run heater for 15 minutes after using AC for last time to dry moisture in air ducts. To avoid a dead battery when leaving a car for 4-5 months, disconnect wire leading to negative pole.	